

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3309
Vacancy Announcement No.: 17-14
Opening Date: January 20, 2017
Closing Date: Open until filled



GENERALIST DEPUTY CLERK
Gainesville Division
CL 24/25
Salary Range: \$37,792 - \$67,890
depending upon experience

The United States District Court Clerk's Office, **Gainesville Division**, has an opening for a Generalist Deputy Clerk. The Gainesville Clerk's Office is a two person office that provides all services facilitating the day-to-day operations of the division. This position will report to the Deputy-in-Charge.

REPRESENTATIVE DUTIES: Make summary entries of all documents and proceedings on the case docket in CM/ECF, including but not limited to, pleadings, motions, minutes, and orders; assist in case management; prepare and transmit notices, judgments, and orders; inform parties when a judgment or appealable order is entered on the docket; answer inquiries on case status; open cases; perform quality control reviews of electronically filed pleadings, noting errors and following appropriate procedures to correct; respond to questions and requests from members of the bar on the use of electronic case filing; review e-filed documents that require action by the Court and take appropriate action; issue civil process such as summonses, subpoenas, writs of attachment, etc.; collect fees; maintain records; furnish information at the public counter, on the telephone, and in written response to inquiries received from the Court, bar and public; issue arrest warrants and defendant summonses as requested by the U.S. Attorney or as directed by the Court; orient new jurors; process juror excuses; gather and record juror service, mileage, and parking costs; prepare vouchers for juror payment; write receipts, post collections, and make deposits; secure cash and negotiable instruments pending deposit; reconcile receipts/deposits with the Atlanta Division finance office in accordance with internal control procedures; maintain adequate inventories of consumable supplies; serve as relief courtroom deputy as required; gather required information for and submit appropriate reports; and perform all other duties as assigned.

EDUCATION AND QUALIFICATIONS: A college degree is highly preferred. The successful candidate must have a minimum of two years of responsible clerical or administrative experience, one year of which must show progressively responsible specialized experience involving knowledge of legal procedures. Court/law firm experience preferred. Knowledge of federal and local rules and court operations procedures and an understanding of case processing is also preferred. The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal

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skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files. Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential. *Proficiency in and ability to do frequent/continuous keyboarding is a requisite for the position.* The candidate must type a minimum of 30 words per minute. A typing test (3 minute timing) will be administered to qualified applicants prior to scheduling an interview.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. The particular knowledge and skills needed to perform the duties of this position include filing, telephone usage, typing, record keeping, compiling and reporting statistical data, and making detailed, accurate entries using computer/PC equipment.

SPECIAL REQUIREMENTS: Applicants will be required to lift up to 40 pounds (volumes of case files, boxes to be archived, etc.).

PERSONAL CHARACTERISTICS: Candidate must: be able to communicate clearly and professionally with a wide-ranging constituency, including federal judges, court personnel, attorneys, and pro se litigants; possess the ability to maintain strict confidentiality with respect to duties and responsibilities; work independently with little supervision; have a strong sense of personal and professional integrity; and be able to interact cooperatively with other staff. Professional appearance and demeanor are important.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees serve a one year probationary period. Clerk's Office employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

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The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICATION PROCESS: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #17-14, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.